



For computer audio,
click *Audio Broadcast*

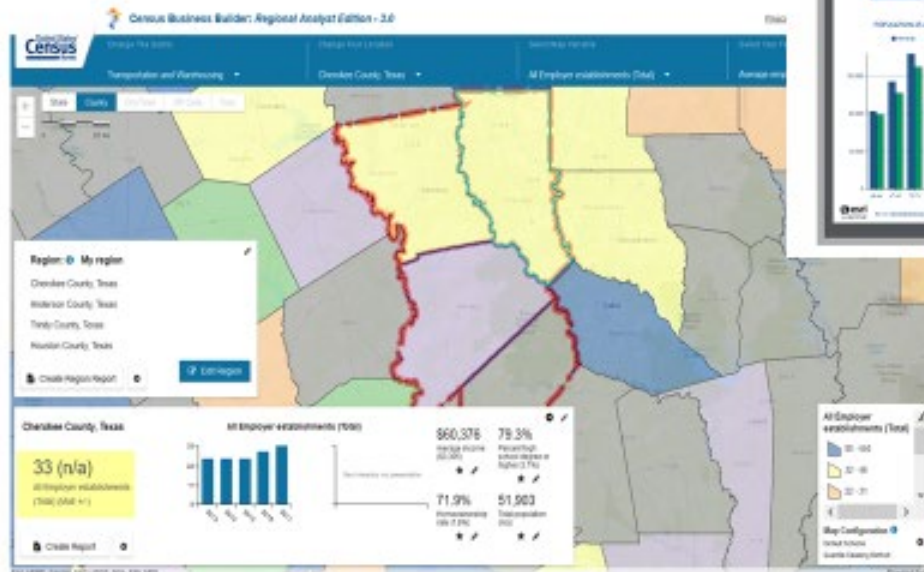
For phone audio,
Dial: 888-942-9644;
Passcode: 7743592#



Census Resources

Census Resources

- Census COVID-19 Data Hub
- Census Business Builder
- Trade Source Newsletter



US Demographic and Economic Data At A Glance

Population Aged 65 Years and Older	Total Uninsured Population	Total Employer Establishments	Total Non-Employer Establishments
49,238,581	29,752,767	7,860,674	25,701,671
American Community Survey (ACS) 2014-2019	American Community Survey (ACS) 2014-2019	County Business Patterns (CBP) 2017	Nonemployer Statistics (NES) 2017





Census Resources



Contact Information

International Trade Help Line: 800-549-0595

- Automated Export System, Option 1
- Schedule B Commodity Classification, Option 2
- Foreign Trade Regulations and Export Filing Requirements, Option 3
- Trade Data Productions, Option 4
- Outreach Activities, Option 5

Census Academy www.census.gov/academy

Census Trade Podcast <https://www.youtube.com/watch?v=xvqNNmzM2Jc&t=47s>



Introduction



About DDTC:

Mission: Ensuring commercial exports of defense articles and defense services advance U.S. national security and foreign policy objectives.

- **Organizational Structure:**
 - Policy Office (DTCP)
 - Licensing Office (DTCL)
 - Compliance Office (DTCC)
 - Management Office (DTCM)
- **Key Functions:**
 - Establishing and maintaining defense export regulations (ITAR)
 - Registering entities and individuals
 - Adjudicating export licenses
 - Responding to inquiries
 - Promoting and enforcing compliance

About the Speakers:

Travis Bryant, Ryan Hebein, and Dan Cook support the Registration & Compliance Analysis (RCA) team within the Compliance Office.

Charlie Liebetrau and Chris Radcliffe support the IT Modernization team at DDTC by providing trainings, developing strategic communications, and DECCS outreach.



Agenda



1. Registration Overview
2. New Registration
3. Renewing Registrations (+ Lapsed)
4. Registration Amendments
5. Q&A Period

How to Ask Questions

All lines are muted

Please enter your questions in the WebEx chat

DECCS Registration

Overview



Why register with DDTC?



Purpose

The Arms Export Control Act requires that all manufacturers, exporters, temporary importers, and brokers of defense articles (including technical data) as defined on the United States Munitions List and furnishers of defense services are required to register with the Directorate of Defense Trade Controls (DDTC).



Why register with DDTC?



In practice...

- It is primarily a means to provide the U.S. Government with necessary information on who is involved in certain ITAR controlled activities and does not confer any export or temporary import rights or privileges.
- Registration is generally a precondition for the issuance of any license or other approval and use of certain exemptions.

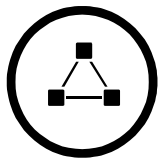


Registration Types



Manufacturers/Exporter (M)

- Assigned to a manufacturer and/or exporter



Broker (K)

- Assigned to a Broker
- *Cannot apply for an exporter license

**Important
Consideration**

The Registration code is proprietary to the registrant and should be handled as such. Company registration codes should not be posted online or given out to the public.



Registration Timing



Validity Period

- The period of validity for new and renewal registrations is twelve (12) months from the date of issuance
- Registrations are **NOT** automatically renewed

Review Times

- The average review time for a registration request is 45 days.
- You may begin preparing your registration up to 90 days in advance of your expiration
- You may submit your renewal up to a maximum of 60 days in advance of the renewal expiration

DECCS Registration

New Registration



New Registration



This is a view into the Registration page for companies and individuals who are **not yet** registered with DDTC.

Let's review a few key sections of the registration form that may result in RWA situations or are commonly overlooked.

The screenshot displays the DDTC DECCS Registration page. At the top left is the U.S. Department of State logo, followed by the text "U.S. DEPARTMENT OF STATE" and "DECCS Registration". On the top right, the user name "Jane Doe" is shown with a dropdown arrow. Below this is a navigation bar with links: "Industry Portal", "Applications" (with a dropdown arrow), "Learning Tools" (with a dropdown arrow), "Search DECCS FAQs", and "My Support Cases" (with a dropdown arrow). The main content area features a large blue header with the word "Registration" in white. Below the header, a message reads: "Welcome to the DDTC Registration Application. Use this application to apply for and manage Registrations with DDTC." A light blue information box contains the following text:
i No Registration Found
If your organization has previously registered with DDTC, please contact the DDTC Help Desk at (202) 663-2838 or by email at ddtccustomerservice@state.gov before continuing.
If this is the first time your organization is registering with DDTC, please click the "New Registration" button to get started.
At the bottom left of the page, a blue button labeled "New Registration" is highlighted with a yellow rectangular border.



Senior Officer Entries



DS-2032
STATEMENT OF REGISTRATION

1 ✓

2 ✓

3 ✓

4 ✓

5 ✓

6

7

8

9

10

11

Application ID: 5505

Members of the board of directors, senior officers, partners and owners

Block 6 allows the user to enter members of the board of directors, senior officers, partners and owners. DDTC Analysts and Officers may RWA submitted registration applications due to insufficient information entered in this section.

Be sure to list **ALL** executives and officials (e.g., members of the board of directors, senior officers, partners and owners).

These contacts should match the organization chart attached in the final block of the registration application.



Senior Officer Entries



DS-2032

STATEMENT OF REGISTRATION



Print



Help



Exit

1 ✓	2	3	4	5	6	7	8	9	10	11
-----	---	---	---	---	---	---	---	---	----	----

Application ID: 6145

Members of the board of directors, senior officers, partners and owners



No Senior Officials Added

No senior officials added. Click 'Add Senior Official' to get started.

+ Add Senior Official

Save

Back

Next



Senior Officer Entries



DS-2032
STATEMENT OF REGISTRATION

Print Help Exit

1 ✓	2 ✓	3 ✓	4 ✓	5 ✓	6	7	8	9	10	11
-----	-----	-----	-----	-----	---	---	---	---	----	----

Application ID: 5505

Members of the board of directors, senior officers, partners and owners

Board Member/Officer/Partner/Owner #1

*** Member Type**

☐ Natural Person

☐ Entity

*** U.S. Person**

☐ Yes

☐ No

*** Position/Title**

* Has been indicted or otherwise charged (e.g., charged by criminal information in lieu of indictment) for or convicted of violating any of the U.S. criminal statutes enumerated in 22 CFR 120.27 or violating a foreign criminal law on exportation of defense articles where convicted of such violation carries a minimum term of imprisonment of greater than 1 year.

☐ Yes

☐ No

Remove Board Member/Officer/Partner/Owner #1

+ Add Senior Official

Save Back Next

*** Member Type**

☒ Natural Person

☐ Entity

*** U.S. Person**

☒ Yes

☐ No

*** Position/Title**

Chief Executive Officer

*** First Name**

James

*** Middle Name**

None

*** Last Name**

Jones

*** Citizenship**

United States + Add

Selected Countries:

United States

*** Date of Birth**

Month Day Year

1 12 1955

*** Birth Country**

United States

*** Country of Residence**

United States

*** Telephone**

1231231234

*** Email**

James.JonesMan@yahoo.com



Creating a Corporate Administrator



DS-2032
STATEMENT OF REGISTRATION

1 ✓	2 ✓	3 ✓	4 ✓	5 ✓	6 ✓	7 ✓	8 ✓	9 ✓	10 ✓	11
-----	-----	-----	-----	-----	-----	-----	-----	-----	------	----

Application ID: 5331

Block 11 allows users to create a Corporate Administrator. Make sure to inform the individual of their position within the DECCS registered company/entity, as well as the access and responsibilities which come with the role.

Corporate Administrators are the central authority for DECCS registered companies/entities and have the responsibility of:

- Managing access and security roles for users
- Managing License Access Groups
- Assigning other Corporate Administrators



Creating a Corporate Administrator



Creating a NEW DS-2032 allows users to assign one individual as a corporate administrator.

It's strongly recommended, though, that all registered companies and entities have at least 2 assigned corporate administrators.

To assign more than one, entities and companies must meet the following criteria:

- Possess an issued DS-2032
- Assign at least (1) Corporate Administrator
- Have access to the User Management Application

Supporting Documentation

Add Document:

Organizational Chart

[Choose File](#) No file chosen

Designate a Corporate Administrator

* First Name

* Last Name

* Position/Title

* Telephone

* Email

Privacy Act Statement

AUTHORITIES: U.S. Department of State's authorities to register persons engaged in the business of manufacturing, U.S.C. 2778(b)(1)(A)(i), 22 CFR Part 122, and Executive Order 13657. The authorities to register brokers are 22 U.S.C. 2778(b)(1)(A)(ii).

PURPOSE: The information gathered through registration is used to identify individuals and entities engaged in certain defense transactions. The State will use this information to build and maintain records of ownership, management and transactions related to defense transactions.

ROUTINE USES: The information solicited on this form is made available to appropriate agencies for law enforcement reports to Congress about certain defense transactions. More information on the Routine Uses for the system can be found in the Privacy Act Statement.

DISCLOSURE: Disclosure of this information is voluntary. Failure to provide the information requested will prevent completion of the registration process.

[Save](#) [Back](#) [Submit For Signature](#)



Creating a Corporate Administrator



To grant the Corporate Administrator role to another user, click on the box in the “CA” column, as highlighted below.

Be sure to inform the user of their newly granted role and establish lines of communication.

sara smith Corporate Administrator

Large Machines

Registrations

Code	Type	Status	Expiration
M30074	Manufacturer/Exporter	Approved	2022-09-30

Pending User Requests
There are no Requests for Company Access that are pending action

Company Users
Users that are assigned to your company
*Note: Changes made in the table below are immediately saved.
*Legend: use the icon to remove a user's company access.

Name	Email	CA	Registration	Licensing	Disclosures	Last Login	Actions
sara smith	saranodesmith@gmail.com	<input checked="" type="checkbox"/>	Drafter	Empowered Official	Limited	2021-07-29	
Jake Mitch	jakenodemitch@gmail.com	<input type="checkbox"/>	Drafter	Empowered Official	Limited	2021-07-29	



Registration Statuses



After submitting the DS-2032 to DDTC for review, the registration page will display the pending submitted registration, along with its status. Statuses change, and we urge users to check back frequently for updates.

These statuses update immediately. **Use the system to your advantage!**

Registration Statuses:

- **Draft**
- **Awaiting Applicant Senior Officer Signature**
- Awaiting DDTC Analyst Review
- Awaiting DDTC Officer Review
- **Pending Payment**
- Completed
- Cancelled
- Payment Cancelled
- Payment Transaction Error
- **RWA (Returned Without Action)**

After users have submitted the registration, the action then falls on the Senior Officer, not yet DDTC.

In Progress

Application Id: 3807

Form: DS-2032

Action: New

Registration Type: Manufacturer/Exporter, Broker (US Person)

Status: Awaiting DDTC Analyst Review



Making a Registration Payment



After DDTC issues the DS-2032, the registration application's status will change to "Pending Payment." To make this payment, follow the instructions presented on the dashboard, or reference one of DDTC's knowledge articles on completing registration payments.

Important notes about completing the registration payment:

- An email is sent from DDTC to the user alerting that the registration is ready to be paid
- Registrations must be paid within 21 calendar days of being issued. If the Registration is **not** paid for, it will be RWA'ed.

In Progress

Application Id: 1766

Form: DS-2032

Action: New

Registration Type: Manufacturer/Exporter, Broker (US Person)

Status: Pending Payment



DECCS Registration

Registration Renewal



Registration Renewal



Before the registration is set to expire, companies and entities have the option to begin the renewal process.

Registration renewals can be prepared up to 90 days in advance of expiration and submitted up to 60 days in advance.

Registrations do not automatically renew. Users must login to DECCS and manually renew. If not, the registration will expire. Users **should not** cancel registrations if they **do no plan to renew**, just let it expire!

Registration

Welcome to the DDTC Registration Application. Use this application to apply for and manage Registrations with DDTC.

Active Registration

Registration Code: M30126
Registration Type: Manufacturer
Expires On: 04/30/2021

[» Renew](#)[» Amend](#)

Application History

DS-2032	#4213 - New	Manufacturer	M30126
Completed		Submitted: 03/15/2021	Processed: 03/15/2021 C Renew



Renewal Best Practices



Timing and Alerts

Always be sure to begin renewing registration applications as early as possible. We recommend users to also set alerts on their calendars to remind them of the 90-day preparation and 60-day submission availabilities.

Multiple Parties Involved

Another great tip is ensuring that more than one person is involved in the process. Like our corporate administrator recommendation (designating more than 1), having more than one individual involved in the renewal process covers all bases in case someone is out of the office, on vacation, etc.

State.gov Email

We recommend corporate administrators, POCs, and DECCS users take the time to whitelist state.gov within their email to avoid missing important updates!



Lapsed Registrations



If a company or entity has not renewed their registration by the time it expires, the DS-2032 is then considered to be a “lapsed registration.”

The registration is expired, not deleted. If the entity or company conducts ITAR related business during the lapsed period, they will accrue lapsed fees.

While registrations are lapsed:

- Active licenses are paused
- Brokers must submit “broker reports” when renewing

While renewing the DS-2032, if users indicate that they have conducted ITAR business during the lapse, they will be prompted to:

- Fill out date range for which the lapse relates
- Indicate if a Voluntary Disclosure has been filed with DDTC

1 ✓	2	3	4
Application ID: 6145			
Registration Information			
* Registration Action			
Registration Renewal			
* Registration type			
<input checked="" type="checkbox"/> Manufacturer			
<input type="checkbox"/> Exporter			
<input type="checkbox"/> Broker			
<input type="checkbox"/> FMS Freight Forwarder (Exporter)			
<input type="checkbox"/> One Time Exemption			
<input type="checkbox"/> U.S. Government			
<input type="checkbox"/> Foreign Government			
* Did you conduct any ITAR business during the lapse?			
<input type="radio"/> Yes			
<input type="radio"/> No			
<input type="button" value="Save"/> <input type="button" value="Back"/> <input type="button" value="Next"/>			



Registration was RWA'ed, what now?



Registration applications may be Returned Without Action, or RWA'ed, if the DDTC analyst or officer requires further information to complete their review. After a registration application has been RWA'ed, the DS-2032 will be reverted into draft status (regardless if it is a new application or a renewal). When a DS-2032 has been RWA'ed, users may see DDTC Analyst or Officer feedback by:

- Clicking on the hyperlinked case ID number under “Application History”
- Navigate to the “Feedback” tab
- Review the information provided by the DDTC Analyst or Officer

Let's take a moment to review what that all looks like



Registration was RWA'ed, what now?



Application History

DS-2032	#6145 - Renew	Manufacturer	M30064
Returned Without Action	Submitted: 09/09/2021	Processed: 09/09/2021	Resume

Home / DS2032

Details

Form

Feedback

Application ID: 6145

Application Details

Application ID: 6145
Status: Returned Without Action
Submitted On: 09/09/2021

Home / DS2032

Details

Form

Feedback

Application ID: 6145

09/09/2021 12:16 PM

liebtrauc@state.gov

Submission RWAed due to X

DECCS Registration

Registration Amendments



Registration Amendments



In addition to the annual renewal submission, a registrant may be required to submit amendments on an ad-hoc basis throughout the year. There are three types of registration amendments:

- Administrative
- Material Change
- Merger, Acquisition, and Divestitures (MAD)

Registration

Welcome to the DDTC Registration Application. Use this application to apply for and manage Registrations with DDTC.

Active Registration

Registration Code: M30105
Registration Type: Manufacturer
Expires On: 01/31/2022

[» Amend](#)

Application History

DS-2032	#3603 - New	Manufacturer	M30105
Completed		Submitted: 01/25/2021	Processed: 01/25/2021



Material Change Amendment



As indicated in the image below, there are 7 different types of **material change amendments**. These amendments all refer to specific scenarios and different fields within the DS-2032.

A registrant must, within five days of the event, provide to the Directorate of Defense Trade Controls a written notification, signed by a senior officer (e.g., chief executive officer, president, secretary, partner, member, treasurer, general counsel).

* Does the amendment involve a material change to the registration?

☒ Yes

☐ No

* Material Change Type

i Only select Merger, Acquisition, or Divestiture (MAD) when amending a registration as a direct result of a MAD change. Selecting a MAD Change Type may result in delays processing the registration or the registration being returned without action if the registration is deemed to be only a material change.

<u>Material Change Types</u>	<u>MAD Change Types</u>
<input type="checkbox"/> Name	<input type="checkbox"/> Merger
<input type="checkbox"/> Address	<input type="checkbox"/> Acquisition
<input type="checkbox"/> Legal Organizational Structure	<input type="checkbox"/> Divestiture
<input type="checkbox"/> Eligibility	
<input type="checkbox"/> Criminal Charge	
<input type="checkbox"/> Directors, Senior Officers, Partners, and/or Owners	
<input type="checkbox"/> Establishment/Addition of Subsidiary/Controlled Affiliate	



MAD Change Amendment



As indicated in the image below, there are 3 different types of **MAD change amendments**. These amendments all refer to specific scenarios and different fields within the DS-2032.

122.4(a) "A registrant must, within five days of the event, provide to the Directorate of Defense Trade Controls a written notification, signed by a senior officer" ... "(v) The establishment, acquisition, or divestment of a U.S. or foreign subsidiary or other affiliate who is engaged in manufacturing defense articles, exporting defense articles or defense services;

- Submit electronically via DECCS
- Attach 5-day notification letter

122.4(b) "60 days in advance of any intended sale or transfer to a foreign person of ownership or control of the registrant or any entity thereof

- Submit to PM-DTCC-MAD@state.gov
- Compliance Program in Microsoft Word format

<u>MAD Change Types</u>	
<input type="checkbox"/>	Merger
<input type="checkbox"/>	Acquisition
<input type="checkbox"/>	Divestiture



Administrative Change Amendment



Administrative change amendments are used when the change is not material and not captured under the ITAR.

It is important to keep contact and reference information up to date. When DDTC sends notifications to the company/entity POC, corporate administrator, or other DECCS users, in order to not miss important updates.

- Users can distinguish administrative changes from material and MAD change amendments by selecting “No” to the question listed below, found within the DS-2032.

* Does the amendment involve a material change to the registration? ⓘ

☐ Yes

☒ No



Amendment Best Practices



Choose the Correct Amendment

For all amendments, it is vital to note that users should only select the change type which applies to the amendment. For instance, while two material change types allow users to alter their registration type, selecting one versus the other can result in an RWA (be sure to review DDTC's FAQs and User Guides for more help).

Amendment Timeline

Don't start an amendment 60 days before your registration expiration date. Within the 60-day period, DDTC recommends you include the amendment content, such as a company name change or MAD change, with your renewal submission.

DDTC and DECCS

Announcements and Reminders



Need Help?



As a reminder, users can always access DDTC's help lines from the enrollment/login portal. Clicking "FAQs" will take users to DDTC's knowledge base and clicking "Contact Us" will bring users to the customer service landing page.

DECCS - Defense Export Control and Compliance System

Welcome to the Directorate of Defense Trade Controls (DDTC) new online system, the Defense Export Control and Compliance System (DECCS). DECCS replaces DETRA, DTRADE, EFS, ELLIE, and MARY, providing users access to several DDTC business applications through a single, cloud-based portal. Currently, the Registration, Licensing, Advisory Opinions and Commodity Jurisdictions applications are live in the DECCS Portal. In the coming months, the Disclosures application will also be available.

Sign up for a DECCS User Account

A DECCS account is required to access Registration, Licensing, and other DDTC online applications. Don't have an account yet? Select enroll below to get started. If you have completed an ITAR registration with DDTC before, have your Registration Code handy.

[Enroll](#)

Login to DECCS

Already have an account with our DECCS System? Select login below to access your DECCS online applications - make sure you have your second device you setup Multi-Factor Authentication on nearby.

[Login](#)

Need Help?

If you are unsure of next steps to take or need support, please check out our FAQs. If you cannot find the answer there, feel free to Contact Us and a support agent will contact you as soon as possible!

[FAQs](#)[Contact Us](#)



Webinar Survey



So, how was it?

Please take a few minutes before the question-and-answer session to complete the Census Bureau's Feedback Survey!

The link for the survey is in the Webex Chat

Or, you may follow this link: <https://questionweb.com/5912>



DIRECTORATE OF DEFENSE TRADE CONTROLS

Questions?

To ask a question, type it into the WebEx Q&A chat box